

ADMINISTRATIVE ASSISTANT REPORT

December 2012

12/26/12

1. **TAXES:**

- a. The calculations of the Statement of Assessment & tax levies for the tax roll were done and faxed to Bill Metzinger. Patty is completing the Statement of Taxes, and the WI DNR's Payment In Lieu of Taxes (PILT) worksheet. These reports will be submitted to Ashland County & the various state departments.
- b. Carol mailed the tax bills out before the deadline. Once again, she is using the Ashland County Tax Collection software.
- c. The increase of the Town's tax levy was not higher than the WI Department of Revenue's allowable levy limit (adjusted for increased debit service). The worksheet providing the approved levy will be sent to the Dept. of Revenue (DOR).

2. **FINANCIALS:**

- a. **2013 Budget:** In order to keep the 2013 tax levy within the WI DOR's Levy Limit, quite a few budget reductions were made. Subsequently, discussions were made about the possibility of re-instating some of the budget reductions.
 1. With the last 2012 payroll being paid on 12/27/12, and that is the same date for which final vouchers will be paid using 2012 funds, it will be difficult for me to give exact 2012 ending balance figures until Mon, Dec 31st or so.
 2. The timing of projected Big Bay Town Park Improvement project expenditures and revenues for both 2012 & 2013 will necessitate careful & close monitoring to ensure that budgeted funds are available.
 3. After the 2012 budget has ended, it is my understanding that in January, Pete & I will work on laying out all the 2013 budget reductions, and determining if some may be added back into the 2013 budget and if so, by what means - off-set by increased cash on hand, reduction of other budget items, increased revenues, etc.
 - a. These proposals will then go to the Town Board. Perhaps it would be best for the Town Board to first look at the 2013 budget reductions that were made, and prioritize what should be added to the 2013 if and when funding becomes available in 2013.
 4. Due to the estimated year-end balance in the general fund, 2012 expenditures being pushed into 2013, change orders needed, actual verses estimated 2012 expenditures and 2013 budget limitations, as well as the hope of adding back in some of the 2013 budget reductions, I would advise the Town and Department Heads to monitor their 2013 budget and expenditures very closely.
- b. Parking ticket reminders, general billings will be sent out in the next week or so. Airport parking letters will be sent out as soon as Michael Dalzell, Airport Manager verifies cars still out in the airport parking lot. Jim Patterson requested this summer that Michael to do a review of all the cars out at the airport, since only a few airport parking permits were issued.
- c. **Budget Amendment:** Now that we're in December, several departments total 2012 budgets are over budget, and some departments have some individual account line items which are over budget and need to be amended. Budget Amendment #2012-04 will reflect these.
- d. **Projects:** I haven't yet done the accounting line transfers for the rds labor & equipment used, but will do so before the year end.
- e. **Airport Project and Gravel Reimbursement:** The WI Bureau of Aeronautics (WI BOA) did their final costs and funding for the Madeline Island Airport Project (blacktopping, SRE building, etc.). They determined the Town's final share cost and determined the gravel reimbursement should be counted as part of the Town's share of the costs. This was unfortunate as the Town budgeted 2012 revenues for the final WI BOA gravel payment of \$44,950. Luckily, this wasn't included in the estimated cash on hand.
- f. The 1.5% Accommodation Tax/Tourism Infrastructure resolution was not passed at the 12/11/2012 TB meeting. These funds were budgeted in 2012 to be used to off-set the 2012 expenditures at Big Bay Town Park, and are in the estimation of the end of the year cash position.

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3. GRANTS:

- a. **Section 154:** Reimbursement for the final additional work done was submitted to the U.S. Army Corp. of Engineers (USACOE) and payment received.
- b. **Griggs Approach WI Coastal Management:** No expenses have been incurred as of the project grant agreement date, therefore, no project funds have been requested. Keith has submitted the quarterly progress report for Sept-Dec, 2012.
- c. **Big Bay Town Park WI DNR:** Hopefully, a reimbursement request will be prepared and will be submitted before the end of the year.
- d. **Hagen Road Bike Lane:** This project has been finished and all reimbursement requests paid. I'm not sure if the DOT and/or the DNR will require any type of formal close out. The DOT may have a few administrative cost billings to the Town continue into 2013.
- e. **WI DNR Fire Dept.:** Red applied for and the Fire Dept. was awarded a tools purchase grant from the WI DNR of \$776. The invoice for these purchases will be presented for approval at the 12/27/12 Town Board meeting. Once approved and paid, a reimbursement request will be submitted to the DNR.

4. MISCELLANEOUS:

- a. New Year's Day falls on Tuesday, so the Town Hall will be closed that day, and notices will be posted.
- b. The request for the Town's Worker's Comp policy (01/01/12-12/31/12) will be arriving shortly. I'm assuming that it will be a self-audit, as last year was a physical review/audit of the payroll records. This will require me to submit the Town's employees wage & job categories, as well as the sub-contractor's report. This entails sending the Worker's Comp insurer a listing of all sub-contractors (subs) used by the Town in the policy period, the amount paid to each, a copy of the sub's Worker's Comp policy (if the Town has one on file) and other information.
- c. The 2013 Wage Resolution has been drafted for the 12/27/2012 Town Board meeting.
- d. The Winter Transportation Agreements have been signed & returned. Bayfield School and MIFL have paid their \$7,000 share as per the agreement, and the Town's share was transferred last month into the Winter Transportation Designated Fund.

Respectfully submitted,

Barb Nelson
Administrative Assistant/Deputy Clerk